



What Should a Teacher Do If a Student Is Late or Missing?

S06E23 | For teachers to adapt to their learners

Purpose

First check that you are in the right place and that the connection or meeting link is working. In S06E23, Gav and Em describe looking for the learner, checking with reception and waiting a little before sending an email.

Try this in your next lesson

Write your own three-step arrival routine: check the location or link, check messages, then contact the learner under the agreed policy.

Our suggested routine

- ☐ Confirm the lesson time, room or online link.
- ☐ Check your own connection and look for a message from the learner.
- ☐ Ask a colleague or receptionist if you are teaching in a shared location.
- ☐ Wait for a reasonable interval based on your school or tutoring policy.
- ☐ Send a short, polite message if the learner has not arrived.

A classroom example

Our suggested follow-up is to record what happened and agree a clearer start procedure if it repeats. When the learner arrives, give a brief next step so they can join in. Waiting, payment and cancellation arrangements should follow the terms already agreed. The teaching routine helps you act consistently; it does not decide those arrangements for everyone.

After the attempt

What worked? What needs another model or a smaller step? Note one change for next time.

Read the full explanation and examples:
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